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ABSTRACT

This initial survey was an attempt to determine the present status of institutional research in the public community colleges. Since this was an initial survey, only the basic type of questions about the institutional research function at each community college were explored. The data gathered are presented in a series of tables with brief explanations. (Author/SGM)

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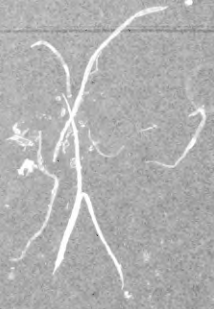
SURVEY OF THE INSTITUTIONAL RESEARCH FUNCTION IN THE PUBLIC COMMUNITY COLLEGES OF ILLINOIS



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RESEARCH REPORT
NUMBER 6, MARCH 1974

PREFACE

This survey of the status of institutional research in the public community colleges was initiated during the summer of 1973 by an ad hoc committee chaired by Dr. Ed Forsberg of Rock Valley College and included Dr. Henry Moughamian of the City Colleges of Chicago and Dr. Richard L. Fox of the Illinois Community College Board. The Illinois Community College Board Research Advisory Council reviewed the survey instrument and recommended that the survey be conducted.

One of the prime contributors to and users of a Management Information System are the institutional researchers at the colleges. With institutional research being incorporated into the administrative procedures at an increasing number of campuses, one of the important subsets of the developing Illinois Community College Board Management Information System is a data base file which will provide student characteristics and follow-up data which will lend themselves to longitudinal and special research studies. This special subset of the data base will be in addition to the regular operational files, which the institutional researchers will also use. Hence, in planning the Illinois Community College Board Management Information System it is essential that the institutional research capabilities at the community colleges are considered. For this reason the Illinois Community College Board Office of Research and Management Information System was very interested in seeing this project brought to a conclusion.

Special mention must be given to the tremendous cooperation that we received from the community colleges in responding to this survey. It is hoped that this brief report will be useful to the community colleges of Illinois in assessing their insticutional research efforts or in planning the establishment of an institutional research office.

UNIVERSITY OF CALIF.
LOS ANGELES

JUN 21 1974

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

Ivan J. Lach

Assistant Secretary
Research and Analysis

Illinois Community College Board

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INTRODUCTION

The development of institutional research in the public community colleges of Illinois is of vital concern to the Illinois Community College Board staff, the ICCB Research Advisory Council and many others interested in the advancement of community college research. This initial survey was an attempt to determine the present status of institutional research in the public community colleges. Since this was an initial survey, only the basic type of questions about the institutional research function at each community college were explored.

In interpreting the data presented in this report one must realize several important characteristics about public community colleges of Illinois. As they are organized today, the community colleges of Illinois are relatively new institutions being either re-organized or founded since the passing of the Illinois Junior College Act of 1965. Secondly, there is a great diversity in the size of the community college in the state ranging from institutions with enrollments of less than 1,000 students in the rural areas of the state to a multi-campus community college in Chicago with an enrollment of over 80,000. A similar diversity exists in the wealth of the thirty-seven community college districts. In addition, the colleges are primarily locally controlled which provides for a great deal of variety and contrasts among the colleges.

ABOUT HALF OF THE PUBLIC COMMUNITY COLLEGES OF ILLINOIS HAVE AN ESTABLISHED OFFICE OF INSTITUTIONAL RESEARCH

The results of the survey shows that 19 of the 37 community college districts have established an institutional research office. Of the 47 campuses, 24 had offices of institutional research. A tabulation of these results is shown in table I below. Most of the community colleges that did not have an office of institutional research established had designated the institutional research function to one or more other offices within the administrative structure of the college. Suprisingly, there were no noticeable characteristics which distinguished the institutions which did not have established offices of institutional research from those that did have established offices. Both groups contained very large and very small institutions, older and newer institutions, and colleges in rural and urban areas.

ILLINOIS COMMUNITY COLLEGE BOARD

TABLE I

PUBLIC COMMUNITY COLLEGES OF ILLINOIS
WITH ESTABLISHED INSTITUTIONAL RESEARCH OFFICES

	BY COLLEGE DISTRICT (37)	
	NUMBER	PERCENT
Have Established Institutional Research Office	19	51%
Do Not Have Established Institutional Research Office	18	49%
	BY COLLEGE CAMPUS (47)	
Have Established Institutional Research Office	24	51%
Do Not Have Established Institutional Research Office	23	49%

Note: A summary of the status of Institutional Research by campus is shown in Table VIII on page 11.

BUDGET ALLOCATION FOR INSTITUTIONAL RESEARCH

To the item which asked what percent of the educational budget of the college was allocated to the function of institutional research, the responses ranged from 0 to 1.4%. Several of these responses were based on a fraction of the cost allocated to the office responsible for institutional research rather than a specific allocation designated for institutional research. No attempt was made to allocate all costs of institutional research such as a portion of the data processing costs, facilities, and maintenance, although some of the colleges consider all of these in their budgeting.

ILLINOIS COMMUNITY COLLEGE BOARD

TABLE II

PRACTICES OF PUBLIC COMMUNITY COLLEGES IN ILLINOIS WITH RESPECT TO SPECIFIC ALLOCATION OF A PORTION OF THE EDUCATIONAL BUDGET TO THE FUNCTION OF INSTITUTIONAL RESEARCH

	COMMUNITY COLLEGE DISTRICTS	
	NUMBER	PERCENT
Reported Allocating a Portion of the Educational Budget to Institutional Research	22	59%
Range of Percentages of Educational Budget Allocated to Institutional Research Function		0% - 1.4%

Note: A summary of the status of Institutional Research by campus is shown in Table VIII on page 11.

TITLES OF PERSONS RESPONSIBLE FOR INSTITUTIONAL RESEARCH

An analysis of the titles of persons reponsible for institutional research in the public community colleges of Illinois revealed that at nine institutions the person had the title of Director of Institutional Research or similar which clearly indicated that most of his responsibilities were connected with institutional research. At eight other community colleges the person had a combined title which implied that his duties included institutional research and another area. Several of the comments from the respondents indicated that the other area was occupying so much of their time that they had little time left for institutional research even on a limited basis. In the remaining twenty institutions, the person responsible for institutional research had a title which implied another function such as Dean of Instruction, Assistant to the President, etc.

ILLINOIS COMMUNITY COLLEGE BOARD

TABLE III

TITLES OF PERSONS IN ILLINOIS PUBLIC COMMUNITY COLLEGES WHO ARE RESPONSIBLE FOR INSTITUTIONAL RESEARCH

	NUMBER	PERCENT
Director of Institutional Research or Similar	9	24%
Director of Institutional Research or Similar and Another Function	8	22%
Title Which does not Imply Institutional Research	20	54%

Note: See Table VIII for distribution by campus.

WHO DOES THE PERSON RESPONSIBLE FOR INSTITUTIONAL RESEARCH REPORT TO?

In Illinois public community colleges a majority (76%) of the persons responsible for institutional research are under the immediate supervision of the president of the college or the chancellor. At six colleges, the person responsible for institutional research reports to the chief academic administrator. At three institutions, the institutional research person reported to other administrators.

The Association for Institutional Research recommends that the institutional researcher should report to an administrator that has campus-wide responsibilities. Hence, in this regard most of the community colleges of Illinois are in agreement with this recommendation.

ILLINOIS COMMUNITY COLLEGE BOARD

TABLE IV

IMMEDIATE SUPERVISORS OF PERSONS RESPONSIBLE FOR INSTITUTIONAL RESEARCH IN ILLINOIS PUBLIC COMMUNITY COLLEGES

IMMEDIATE SUPERVISOR	NUMBER	PERCENT
President or Chancellor	28	76%
Chief Academic Administrator	6	16%
Other	3	8%

Note: Table VIII shows a detailed distribution by campus.

PERCENT OF TIME DEVOTED TO INSTITUTIONAL RESEARCH

At twelve of the thirty-seven community college districts in Illinois the person responsible for institutional research devoted 75-100% of his time to that function. On the other hand, at fourteen of the institutions (38%) less than 25% of the persons time was devoted to the institutional research function even though these persons were designated as being responsible for that function. Table V below shows the tally of responses to this item. A detailed description of the status of each community college with regard to this item is shown in Table VIII.

ILLINOIS COMMUNITY COLLEGE BOARD

TABLE V

PERCENT OF TIME THAT PERSON RESPONSIBLE FOR INSTITUTIONAL RESEARCH DEVOTES TO THE FUNCTION OF INSTITUTIONAL RESEARCH IN ILLINOIS PUBLIC COMMUNITY COLLEGES

PERCENT OF TIME DEVOTED TO INSTITUTIONAL RESEARCH	NUMBER	PERCENT
75 to 100%	12	32%
50 to 74%	4	11%
25 to 49%	7	19%
Less Than 25%	14	38%

NUMBER OF STAFF MEMBERS ASSIGNED TO INSTITUTIONAL RESEARCH

An attempt to determine the extent of the commitment to institutional research in terms of personnel at the various community colleges of Illinois revealed that only a few institutions committed more than one professional and one clerk or paraprofessional to the function of institutional research. In most cases, the institutional research function was being handled on a part-time basis using secretarial help on about a one-to-one ratio with professional staff assignment. Table VI shows the detailed results to this particular item in the survey.

ILLINOIS COMMUNITY COLLEGE BOARD

TABLE VI

NUMBER OF FULL-TIME EQUIVALENT STAFF MEMBERS INVOLVED WITH THE INSTITUTIONAL RESEARCH FUNCTION IN ILLINOIS PUBLIC COMMUNITY COLLEGES

NUMBER OF FULL-TIME STAFF	NUMBER OF COLLEGES THAT HAVE SPECIFIED NUMBER OF STAFF MEMBERS		
	PROFESSIONALS	PARAPROFESSIONALS	CLERKS
2 or more FTE	2	1	4
More than 1 but less than 2 FTE	1	1	1
1 FTE	5	2	5
At least ½ but less than 1 FTE	8	3	4
Less than ½ FTE	12	2	14

Note: See Table VIII for the distribution by campus.

RANKING OF INSTITUTIONAL RESEARCH FUNCTIONS

The respondents were asked to rank a list of institutional research functi ns from 1, 2, 3 and so on with "1" implying highest priority, "2" second highest and so on. The respondents were also allowed to write in functions which they considered more important than those listed. Table VII shows the number of top three rankings received by each institutional research function listed or written in.

Eight respondents ranked Item A number 1(highest priority). Item D was also ranked number 1 by eight respondents. These two items dealt with the functions of preparing descriptive reports on institutional status and compiling statistical data and other information. Item E--Mater planning-- received the next highest number of number 1 rankings. Items M through Q were not ranked because they were the items written in by the respondents as being important institutional research functions.

ILLINOIS COMMUNITY COLLEGE BOARD

TABLE VII

SUMMARY OF RANKING OF FUNCTIONS OF INSTITUTIONAL RESEARCH SHOWING THE NUMBER OF TOP THREE RANKINGS RECEIVED BY EACH ITEM

NUMBER OF RANK 1	RANK 2	RANK 3	INSTITUTIONAL RESEARCH FUNCTION
8	2	3	A. The preparation of descriptive reports on institution status.
1	1	3	B. The identification of strengths and weaknesses in the institution.
1	5	2	C. The determination of immediate and future needs of the institution.
8	6	5	D. Compiling statistical data and other information.
4	2	3	E. Master planning.
1	2	1	F. The coordination of intra- and inter-institutional research.
2	2	0	G. The preparation of apportionment claims.
0	3	2	H. The provision of assistance to any staff member or administrator in the planning, execution, and data analysis of studies conducted by them.
0	0	3	I. The maintenance of an up-to-date research file of all studies conducted in the institution.
0	0	0	J. The periodic circulation of news letters on research as completed or currently in progress.
1	2	0	K. Developing or assisting in the development of proposals for grants.
1	1	5	L. Responding to questionnaires from outside the institution.
			M. Official source of information about college when requested by internal and external individuals and agencies.
			N. Maintain reliable and accurate data base concerning all aspects of the college.
			O. Circulation and interpretation of research studies to faculty.
			P. Assisting staff members to review literature in ERIC, CIJE, Dissertation, Abstracts, etc. either manually or via computer searches.
			Q. Developing, maintaining and circulating a multi-media professional collection of resource materials on research, evaluation and curriculum.

CONCLUSION

The results of this survey show that there is much diversity in the status of the institutional research function among the community colleges of Illinois. A number of institutions have well established offices of institutional research with adequate professional staff, resources, and clerical help. However, about half of the institutions do not have established offices of institutional research at this time and about two-thirds of the institutions do not allocate adequate professional staff or resources to the institutional research function.

Never-the-less, many of the institutions realize the importance of the institutional research function and are attempting to organize so that this function will play a more vital role in the administration of community colleges. For example, several of the presidents indicated that an institutional research office was being planned and that they were seeking qualified candidates. In addition, a high degree of interest was indicated by the college presidents in the functions which are typically performed by an institutional research office.

It seems that the next few years might be a period of rapid expansion of the institutional research function in the community colleges of Illinois. For those vitally interested in institutional research, a concern for improved quality is more important than expanded quantity. Perhaps a future survey will not only monitor the quantitative items described in this report but will also tackle the problem of the quality of institutional research in Illinois public community colleges.

APPENDIX A

A SUMMARY OF THE STATUS OF INSTITUTIONAL RESEARCH IN THE PUBLIC COMMUNITY COLLEGES OF ILLINOIS

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TABLE VIII

SUMMARY OF THE STATUS OF INSTITUTIONAL RESEARCH BY CAMPUS IN THE PUBLIC COMMUNITY COLLEGES OF ILLINOIS

Office of Research and Management Information Systems	Has Established Inst. Res. Office	Year Inst. Res. Established	% Time Devoted To Inst. Res. by Person Respon	Person Responsible for Institutional Reports	% of Ed. Budget Allocated Inst. Res.
501 Kaskaskia	No				
502 DuPage	Yes	1971-72	75-100	Director of Planning and Information Services	0.9
503 Black Hawk	No				
Black Hawk Q. C.	No		less than 25	President of the College	
Black Hawk East	No		less than 25	Provost of East Campus	N/A
504 Triton	No		75-100	Executive Vice President	less than 1
505 Parkland	No		25-49	President of the College	0.3
506 Sauk Valley	Yes	1973-74	25-49	President of the College	1-2
507 Danville	Yes	1968-69	75-100	President of the College	0.5
508 Chicago City	Yes	1964-65	50-74	Vice-Chancellor for Faculty & Instruction	
Kennedy-King	No				
Loop	Yes	1969-70	75-100	President of the College	
Malcolm X	Yes	1969-70	less than 25	President of the College	
Mayfair	Yes	1973-74	75-100	President of the College	
Olive-Harvey	No				
Southwest	Yes	1971-72	75-100	President of the College	
Wilbur Wright	Yes	1969-70	75-100	President of the College	
509 Elgin	Yes	1973-74	75-100	President of the College	N/A
510 Thornton	No		less than 25	President of the College	0.57
511 Rock Valley	Yes	1970-71	50-74	President of the College	0.3
512 Wm. Rainey Harper	Yes	1970-71	75-100	President of the College	0.77
513 Illinois Valley	No		less than 25	Administrative Dean	N/A
514 Illinois Central	Yes	1967-68	25-49	President of the College	0.7
515 Prairie State	Yes	1972-73	less than 25	Vice President--Business Services	0.5
516 Waubonsee	Yes	1973-74	less than 25	President of the College	N/A
517 Lake Land	Yes	1973-74	25-49	Dean of Student Services	0
518 Carl Sandburg	No		less than 25	President of the College	0.017
519 Highland	No				
520 Kankakee	Yes	1972-73	50-74	Director of Instruction and Personnel	1.4
521 Rend Lake	No		less than 25	President of the College	1.0
522 Belleville	No		less than 25	President of the College	N/A
523 Kishwaukee	Yes	1972-73	75-100	President of the College	0
524 Moraine Valley	Yes	1967-68	75-100	Executive Vice-President	N/A
525 Joliet	Yes	1969-70	25-49	President of the College	0.004
526 Lincoln Land	Yes	1973-74	75-100	President of the College	0.6
527 Morton	No				N/A
528 McHenry	No				
529 IL Eastern Col.	Yes	1969-70	estimated 50	Chancellor	
Lincoln Trail	(Institutional Research Office in Central Administration Only)				0.7
Olney Central	(Institutional Research Office in Central Administration Only)				
Wabash Valley	(Institutional Research Office in Central Administration Only)				
530 John A. Logan	No				
531 Shawnee	No				
532 Lake County	No		25-49	President of the College	
533 Southeastern	Yes	1973-74	25-49	President of the College	1.2
534 Spoon River	No		less than 25	President of the College	less than 1
535 Oakton	No		less than 25	President of the College	less than 1
536 Lewis & Clark	Yes	1972-73	less than 25	Vice President of Instruction	1
537 Decatur	No				
601 SCC, E. St. Louis	No		less than 25	Vice-President	

APPENDIX B

DIRECTORY OF PERSONS RESPONSIBLE FOR INSTITUTIONAL
RESEARCH IN THE PUBLIC COMMUNITY COLLEGES OF ILLINOIS

Office of Research and Management Information Systems

ILLINOIS COMMUNITY COLLEGE BOARD

TABLE IX

DIRECTORY OF PERSONS RESPONSIBLE FOR INSTITUTIONAL RESEARCH IN EACH OF THE PUBLIC COMMUNITY COLLEGES OF ILLINOIS

District Number		Junior College	NAME	TITLE
501		Kaskaskia		
502	Q	DuPage	Dr. Stephen J. Groszos	Director of Institutional Research
503		Black Hawk		
		Black Hawk O.C.	Dr. Richard Puffer	Vice President for Academic Affairs
		Black Hawk East	Mr. Arthur W. DeCabooter	Dean of Student Services
504		Triton		
505	Q	Parkland	Dr. Paul E. Kunkel	Director of Development
506		Sauk Valley	Mr. Michael J. Meyer	Coordinator, Institutional Research
507		Danville	Mr. William R. Templeton	Director of Research
508		Chicago City	Dr. Henry Moughamian	Coordinator of Research & Evaluation
		Kennedy-King		
		Loop College	Mr. Maurice Kessman	Director of Research
		Malcolm X	Mr. Ron Armagast	Director of Research & Evaluation
		Mayfair		
		Olive-Harvey		
		Southwest	Mr. Donald B. Smith	Director of Research
		Wilbur Wright	Dr. Vasant B. Joshi	Director of Institutional Research
509		Elgin	Mr. Shane Conway	Asst. to President for Research & Planning
510		Thornton	Mr. Irwin A. Dahl	Dir. Institutional Resources & Development
511		Rock Valley	Mr. James McIntosh	Director Institutional Research
512		Wm. R. Harper	Dr. John Lucas	Director of Planning & Research
513		Illinois Valley	Mr. Earl Hoisington	Director of Computer Services
514		Illinois Central	Dr. Robert E. Preller	Director of Institutional Research
515		Prairie State	Mr. Gerard Bohlmann	Director of Data Center
516		Waubonsee	Mr. Edward H. Fauth	Dean of Community Services
517	Q	Lake Land	Mr. David L. Greeson	Director of Institutional Research
518	Q	Carl Sandburg	Mr. Dennis Gallo	Administrative Assistant
519		Highland	Mr. Thomas Myers	Assistant to the President
520		Kankakee	Mr. Richard J. Frey	Registrar
521		Rend Lake	Dr. Philip G. Ward	Dean of College
522		Belleville	Mr. A.J. Woods	Dean of Student Services
523		Kishwaukee	Mr. Robert Jay Lewis	Comptroller
524		Moraine Valley	Dr. Alfred R. Hecht	Director of Institutional Research
525		Joliet	Mr. Douglas G. Graham	Director of Research & Planetarium
526	Q	Lincoln Land	Mr. Jerry R. Moskus	Director of Research & Planning
527		Morton	Dr. Frank Naccarato	Dean of Community & Institutional Services
528		McHenry	Mr. Brian C. Koleto	Asst. to the President & Director of MIS
529	Q	Ill. Vast. Coll.	Mr. E. Kenton Peak	Dean of Research & Development
	Q	Lincoln Trail		
	Q	Olney Central		
	Q	Wabash Valley		
530	Q	John A. Logan		
531	Q	Shawnee	Ms. Joan Duncan	Business Manager
532		Lake County	Dr. W. Harold Garner	Dean for Administrative Services
533		Southeastern	Mr. Paul Camp	Director of Institutional Research
534		Spoon River	Dr. Robert S. Smolich	Dean of Academic Affairs
535		Oakton	Dr. Arthur Klem	Assistant to the President
536		Lewis & Clark	Mr. Clarence VanHoy	Adm. Asst. for Career Ed. & Inst. Research
537	Q	Decatur		
601	Q	SCC. E. St. Louis	Mr. Charles L. Finke	Director of MIS

APPENDIX C

SURVEY INSTRUMENT USED IN INSTITUTIONAL RESEARCH SURVEY

A SURVEY OF THE FUNCTION OF
INSTITUTIONAL RESEARCH IN ILLINOIS COMMUNITY COLLEGES

District Number _____ Campus _____

Name of Respondent _____

Title of Respondent _____

Definitions: Institutional Research All studies made on your campus which are designed for the understanding, planning, or improvement of any part of the total campus operation, instructional, supportive, financial, public service, student service, or other, whether published as a formal document or not.

Institutional Research Office The office in your college whose staff has primary responsibilities for institutional research.

IR Refers to the words institutional research.

Instructions: Please answer all questions applicable to your college. Return the questionnaire in the enclosed self-addressed envelope. Your assistance is greatly appreciated.

1. What percent of the total college educational budget (exclude building and maintenance fund) is allocated to the functions of IR?

_____%

2. Has your institution established Institutional Research Office?

( ) Yes ( ) No

If yes, how long in existence? _____

If no, do you plan to establish an IR office and when? _____

_____

3. What is the name and title of the person responsible for IR?

Name _____

Title _____

4. Who does the person responsible for IR report to?

   Title _____

5. How much time does the person responsible for IR devote to the function of IR?

   ( ) 75-100%
   ( ) 50- 74%
   ( ) 25- 49%
   ( ) less than 25%

6. Please indicate <u>how many</u> staff members for each hourly range are involved in your IR function.

	Headcount		
	Professional	Paraprofessional	Clerical
40 or more hours/week	( )	( )	( )
30-39 hours/week	( )	( )	( )
20-29 hours/week	( )	( )	( )
10-19 hours/week	( )	( )	( )
less than 10 hours/week	( )	( )	( )

7. Please rank (1 as high) <u>all</u> appropriate functions of your IR office.

   ( ) The preparation of descriptive reports on institution status.
   ( ) The identification of strengths and weaknesses in the institution.
   ( ) The determination of immediate and future needs of the institution.
   ( ) Compiling statistical data and other information.
   ( ) Master planning.
   ( ) The coordination of intra- and inter-institutional research.
   ( ) The preparation of apportionment claims.
   ( ) The provision of assistance to any staff member or administrator in the planning, execution, and data analysis of studies conducted by them.
   ( ) The maintenance of an up-to-date research file of all studies conducted in the institution.
   ( ) The periodic circulation of news letters on research as completed or currently in progress.
   ( ) Developing or assisting in the development of proposals for grants.
   ( ) Responding to questionnaires from outside the institution.
   ( ) Others, please specify.

   _____

   _____

   _____